



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENTNUMBER :** FINCN/02-029KRH

**OPENING DATE :** 09/18/02

**CLOSING DATE :** 10/09/02

**POSITION :** Regulatory Compliance Program Specialist

**SERIES AND GRADE :** GS-301-9/11 (FPL: 13)

**NUMBER OF VACANCIES :** One or More

**SALARY RANGE :** \$38,406 - \$60,405 per annum

**ORGANIZATION :** Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Compliance and Regulatory Enforcement

**DUTY STATION :** Washington, D.C.

**APPLICATIONS WILL BE ACCEPTED FROM :** Present and former Federal employees with competitive status within the Washington DC commuting area.

**SUMMARY OF DUTIES:** This position is in the Financial Crimes Enforcement Network's (FinCEN) Office of Compliance and Regulatory Enforcement (OCE). The principal purpose of this position is to participate in the development, implementation and administration of FinCEN's regulatory programs to carry out the purposes of the record-keeping, reporting and anti-money laundering provisions of the Bank Secrecy Act (BSA). The incumbent will: assist providing program guidance to the IRS Detroit Computing Center on issues relating to depository or non-bank financial institutions (credit unions, casinos, money services businesses, thrifts, etc.); assist in the evaluation of the effectiveness of the BSA and the identification of the need for changes in regulations, rulings, forms and policies affecting industries regulated by BSA; participate in the BSA form administration process, including form design, content, and instruction; and provide program administration support to OCE functions and activities.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**Substitution of Education for Experience:** : For GS-09: Two (2) full years of progressively higher level graduate education or master's or equivalent graduate degree (such as LL.B. or J.D.). For GS-11: Three (3) full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

**TIME-IN-GRADE REQUIREMENT:** Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

1. Knowledge of the business and operating characteristics of a financial industry (banks, thrifts, credit unions, MSB's, casinos, securities, insurance, etc.)
2. Ability to analyze, apply judgment, make decisions, and handle responsibilities.
3. Ability to communicate effectively in writing.
4. Ability to communicate effectively orally.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.**

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Statement of Employment and Financial Interests is Required.**

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates must be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**No Relocation Expenses will be paid.**

**Financial Crimes Enforcement Network (FinCEN) employees MUST include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees should address the evaluation criteria on plain bond paper and submit a copy of their current performance appraisal.**

**All other applicants MUST submit a copy of the OF 612 "Optional Application for Federal Employment" or resume AND provide a copy of their most recent SF-50, Notification Personnel Action or equivalent proof of current or prior competitive status. To receive full consideration for this position, applicants should address the evaluation criteria on plain bond paper and submit a copy of their most recent performance appraisal.**

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm) .

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed:

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement: FINCN/02-029KRH  
P.O. Box 39  
Vienna, VA. 22183**

**For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.**

**For additional information, please call: Patti Warren (703) 905-3971. TDD (703) 905-3839.**

**NOTES:** All application materials **must** be sent to the mailing address shown. All materials and the envelope **must** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "For Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**